



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

**Regular Board Meeting
Wednesday, September 6, 2017**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday September 6, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for August 16, 2017.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.
4. Approve and adopt a Resolution for the Employee Medical Benefit Coverage for FY 2017-2018 and Successive Years.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the John Deere Equipment Purchase.
2. Discussion and possible action to adopt a Resolution for the Claims Policy and Procedure.
3. Discussion and possible action regarding the Activity Code of Conduct.
4. Discussion to consider Annexing Parcels on Learning Tree Way into District's Service Boundaries.

H. MANAGER'S REPORT

I. INFORMATIONAL ITEMS ONLY

J. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

L. CORRESPONDENCE RECEIVED

1. Received August 14, 2017 – Validation of Proposed Financing for California WaterFix.
2. Received August 15, 2017 – Contra Costa Special District Association Quarterly meeting minutes for July 17, 2017.

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the next regular meeting of September 20, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday August 16, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by President Leete
3. Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for August 2, 2017.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Mayer

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report – No report.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of July 2017.

Project Manager Berney Sadler – Provided the details of the July 2017 Monthly Operations Report. There was discussion regarding the emergency listed on the report.

F. BUSINESS AND ACTION ITEMS

None

G. INFORMATIONAL ITEMS ONLY

1. Information on Town Website regarding ADA Compliance Accessibility.

Executive Assistant Heintl and Administrative Assistant McCool – Provided the details regarding the additions to our Website for the Float In (Stay Informed - Sign up for email updates), the ADA Compliance Accessibility page related to the design guidelines, browser accessibility information, details regarding PDF Reader, along with the listening devices available for use during the Town Board Meetings. There was discussion regarding the addition of the Float In (Stay Informed - Sign up for email updates) to be added to the monthly bill.

H. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Pease provided the details of the August 16, 2017 Parks and Recreation Committee meeting related to the Activity Code of Conduct, related to a financial feasibility concept for the Community Center from GreenPlay, Pickleball Courts, Bridge Players, future new Community Center Swimming Pool, and the Front Entrance improvements.

Director Mayer provided the details of the August 7, 2017 East Contra Costa Fire Protection District related to the updates for the Aid Agreement with Contra Costa County Fire Protection District, Proposed Assembly Bills 898 and 899, Assembly Bill 1598 regarding "Active Shooter Incidents", and on Supplying Aid to Victims of Emergency Program (SAVE) Program.

Director Mayer provided the details of the August 9, 2017 P6 meeting related to the traffic speed report, added assistance for Law enforcement within Lakeshore, a RAD Kids presentation, approved vehicle for the Community Resource Officer.

President Leete provided the details of the August 10, 2017 Internal Operations meeting related to the Claims Policy and the Employee Probationary Period.

2. Other Reportable Items – None

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

General Manager Davies – Update related to the water bills sent out for the original part of Discovery Bay and calls received. There was discussion related to the water billing and water meter project.

K. CORRESPONDENCE RECEIVED

1. Received East Contra Costa Fire Protection District meeting minutes for July 10, 2017.

L. FUTURE AGENDA ITEMS

The regular meeting adjourned at 7:18 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1 and N-2.

N. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Three Potential Cases).
2. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager).

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and N-2 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 8:10 p.m. to the regular meeting on September 6, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-18-17

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 06, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 538,000.93

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 06, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Mt. Diablo Resource Recovery	1358181	40 Yd Green (Z57,Z61)	07/31/17	\$291.00
U.S. Bank Corporate Payment System	4246044555703473/717	Landscape Reimb (Z35,Z57,Z61)	07/25/17	\$41.82
Watersavers Irrigation Inc.	1874609-00	Landscape Maintenance (Z57,Z61)	08/09/17	\$244.11
Watersavers Irrigation Inc.	1879214-00	Landscape Maintenance (Z61)	08/18/17	\$444.45
			Contra Costa County Sub-Total	\$1,021.38
Water				
Aflac	865162	Supplemental Insurance Aug 2017	08/25/17	\$339.18
Alhambra	13710019 080417	Bottle Water Delivery	08/04/17	\$13.63
Badger Meter	80013446	Beacon Cellular Data July 2017	07/31/17	\$4,118.03
Big Dog Computer	BDC33333	IT Support, Various Service Calls	08/13/17	\$193.00
Bill Pease	AUG 2017	Expense Report Aug 2017	08/18/17	\$184.00
CaliforniaChoice Benefit Admin	2753030/53040	Health Insurance Oct 2017	08/29/17	\$4,911.31
Chris Steele	AUG 2017	Expense Report Aug 2017	08/18/17	\$138.00
Cintas	185616472	Mats, etc.	08/02/17	\$27.26
Cintas	185617501	Mats, etc.	08/09/17	\$14.27
Cintas	185618532	Mats, etc.	08/16/17	\$14.27
Cintas	185619554	Mats, etc.	08/23/17	\$6.86
County of Contra Costa Public Works Dept	701036	Encroachment Permits	08/07/17	\$3,198.51
Donny Speer	Winchester	Closed Account, Refund Overpayment	08/16/17	\$80.03
Fastenal Company	CABRE17784	General Repairs	08/02/17	\$122.92
Freedom Mailing Service, Inc	31884	Water Bill Processing July 2017	08/09/17	\$2,113.06
HD Supply Waterworks, LTD	H421218	Water Meter Project, Boxes and Lids	07/28/17	\$12,113.18
J.W. Backhoe & Construction, Inc.	2826	Water Leak Firwood Court	08/11/17	\$10,980.43
J.W. Backhoe & Construction, Inc.	2832	Leaking Fire Hydrant Beaver Lane	08/17/17	\$2,557.94
J.W. Backhoe & Construction, Inc.	2833	Crack Sealing Wayfarer & Cherry Hills	08/17/17	\$742.33
J.W. Backhoe & Construction, Inc.	2834	Water Leak Willow Lake	08/17/17	\$5,602.67
J.W. Backhoe & Construction, Inc.	2838	Gate Valve Repair Seal Way	08/17/17	\$4,271.28
J.W. Backhoe & Construction, Inc.	2839	Water Leak Beaver Lane	08/17/17	\$6,515.37
J.W. Backhoe & Construction, Inc.	2845	Paved Various Spots	08/21/17	\$7,144.75
J.W. Backhoe & Construction, Inc.	7	Water Meter Installation Project	07/20/17	\$214,775.44
Joan Ellen Shaw	004-061-012-3	Property Tax Reimbursement	08/17/17	\$2,244.74
Kevin Graves	AUG 2017	Expense Report Aug 2017	08/18/17	\$184.00
Lesley Marable	AUG 2017	Expense Report Aug 2017	08/29/17	\$18.68
Luhdorff & Scalmanini	33103	Water Meter Project July 2017	07/30/17	\$42,900.36
Luhdorff & Scalmanini	33103	General Services July 2017	07/30/17	\$5,937.45
Neopost	7900044908384658/817	Postage	08/15/17	\$120.00
Office Depot	852585190001	Office Supplies	08/11/17	\$64.67
Office Depot	948069107001	Office Supplies	07/31/17	\$67.09
Office Depot	952585465001	Office Supplies	08/11/17	\$5.54
Pacific Gas & Electric	1521433231-2/817	Electric & Gas Bill	08/11/17	\$11,221.80
Pacific Gas & Electric	2943721807-5/817	Electric & Gas Bill	08/10/17	\$29,505.03
Paul E. Vaz Trucking, Inc.	51043	Material 07/07/17	08/03/17	\$491.38
Paul E. Vaz Trucking, Inc.	51044	Freight 07/07/17	08/03/17	\$522.53
Paul E. Vaz Trucking, Inc.	51045	Material 07/24/17	08/03/17	\$494.82
Paul E. Vaz Trucking, Inc.	51046	Freight 07/24/17	08/03/17	\$526.19
Paul E. Vaz Trucking, Inc.	51455	Material 08/16/17	08/21/17	\$248.19
Paul E. Vaz Trucking, Inc.	51456	Freight 08/16/17	08/21/17	\$263.93
ReliaStar Life Insurance Company	#JR52 457(B) 083117	457(b) 08/16/17-08/31/17	08/31/17	\$393.02
Ricoh USA, Inc	5049955649	Photocopier	08/17/17	\$89.06
Robert Leete	AUG 2017	Expense Report Aug 2017	08/18/17	\$138.00
Sandy Khashabi	Winward	Refund Overpayment	08/29/17	\$400.00
SDRMA	24237	Ancillary Benefits Sept 2017	08/24/17	\$571.75
SDRMA	PD1617007064-0001	Insurance Claim, Water Meter Project	08/09/17	\$500.00
Shred-It USA-Concord	8122909769	Shredding Service	08/07/17	\$23.11
Sue Heini	AUG 2017	Expense Report Aug 2017	08/17/17	\$4.79
Russell William	Arcadia	Closed Account, Refund Overpayment	08/24/17	\$40.99
TASC	4507-7531-2003/0917	IRS Section 125 Health Savings Plan Sept 2017	09/01/17	\$289.99
U.S. Bank Corporate Payment System	4246044555703473/717	Training & Education BOD	07/25/17	\$1,252.00
U.S. Bank Corporate Payment System	4246044555703473/717	Training & Education	07/25/17	\$242.00
U.S. Bank Corporate Payment System	4246044555703473/717	Telephone General	07/25/17	\$407.88

U.S. Bank Corporate Payment System	4246044555703473/717	Telecom Networking	07/25/17	\$157.98
U.S. Bank Corporate Payment System	4246044555703473/717	Vehicle & Equipment Fuel	07/25/17	\$434.47
U.S. Bank Corporate Payment System	4246044555703473/717	General Maintenance	07/25/17	\$33.21
U.S. Bank Corporate Payment System	4246044555703473/717	Info System	07/25/17	\$393.20
U.S. Bank Corporate Payment System	4246044555703473/717	Equipment Maintenance	07/25/17	\$7.82
U.S. Bank Corporate Payment System	4246044555703473/717	Computer Equipment & Supplies	07/25/17	\$25.70
U.S. Bank Corporate Payment System	4246044555703473/717	Office Supplies	07/25/17	\$58.93
U.S. Bank Corporate Payment System	4246044555703473/717	Uniforms	07/25/17	\$69.71
U.S. Bank Corporate Payment System	4246044555703473/717	Safety Supplies	07/25/17	\$79.71
Univar	SJ831615	Chemicals Delivered	08/09/17	\$341.78
Univar	SJ831618	Chemicals Delivered	08/09/17	\$272.03
Univar	SJ833526	Chemicals Delivered	08/18/17	\$241.80
Univar	SJ833529	Chemicals Delivered	08/18/17	\$334.80
Univar	SJ834209	Chemicals Delivered	08/22/17	\$239.48
Univar	SJ834211	Chemicals Delivered	08/22/17	\$239.48
Verizon Wireless	9789995938	Cell Phone Bill July 2017	07/26/17	\$313.15
William Mayer	AUG 2017	Expense Report Aug 2017	08/18/17	\$138.00

Water Sub-Total \$382,727.96

Wastewater

Aflac	865162	Supplemental Insurance Aug 2017	08/25/17	\$508.76
Alhambra	13710019 080417	Bottle Water Delivery	08/04/17	\$20.45
Big Dog Computer	BDC33333	IT Support, Various Service Calls	08/13/17	\$289.50
Bill Pease	AUG 2017	Expense Report Aug 2017	08/18/17	\$276.00
CaliforniaChoice Benefit Admin	2753030/53040	Health Insurance Oct 2017	08/29/17	\$7,366.96
Chris Steele	AUG 2017	Expense Report Aug 2017	08/18/17	\$207.00
Cintas	185616472	Mats, etc.	08/02/17	\$40.88
Cintas	185616472	Uniforms	08/02/17	\$10.31
Cintas	185617501	Mats, etc.	08/09/17	\$21.40
Cintas	185617501	Uniforms	08/09/17	\$10.31
Cintas	185618532	Mats, etc.	08/16/17	\$21.40
Cintas	185618532	Uniforms	08/16/17	\$10.31
Cintas	185619554	Mats, etc.	08/23/17	\$14.20
Cintas	185619554	Uniforms	08/23/17	\$10.31
Comcast	8155400350232938/817	WWTP#2 Internet Service	08/03/17	\$109.95
Comcast	8155400350232946/817	WWTP#1 Internet Service	08/03/17	\$101.08
CVCWA	18-085	Membership 2017-2018	07/26/17	\$3,000.00
Joan Ellen Shaw	004-061-012-3	Property Tax Reimbursement	08/17/17	\$4,614.40
Kevin Graves	AUG 2017	Expense Report Aug 2017	08/18/17	\$276.00
Lesley Marable	AUG 2017	Expense Report Aug 2017	08/29/17	\$28.03
Neopost	7900044908384658/817	Postage	08/15/17	\$180.00
Office Depot	852585190001	Office Supplies	08/11/17	\$97.00
Office Depot	948069107001	Office Supplies	07/31/17	\$100.64
Office Depot	948069274001	Office Supplies	07/31/17	\$4.51
Office Depot	952585465001	Office Supplies	08/11/17	\$8.31
Pacific Gas & Electric	1181942262-4/817	Electric & Gas Bill	08/08/17	\$4,664.49
Pacific Gas & Electric	7312115758-7/817	Electric & Gas Bill	08/15/17	\$42,112.29
ReliaStar Life Insurance Company	#JRS2 457(B) 083117	457(b) 08/16/17-08/31/17	08/31/17	\$589.53
Ricoh USA, Inc	5049955649	Photocopier	08/17/17	\$133.59
Robert Leete	AUG 2017	Expense Report Aug 2017	08/18/17	\$207.00
SDRMA	24237	Ancillary Benefits Sept 2017	08/24/17	\$857.63
Shred-It USA-Concord	8122909769	Shredding Service	08/07/17	\$34.67
Sue Heintl	AUG 2017	Expense Report Aug 2017	08/17/17	\$7.19
TASC	4507-7531-2003/0917	IRS Section 125 Health Savings Plan Sept 2017	09/01/17	\$434.98
U.S. Bank Corporate Payment System	4246044555703473/717	PGE Funded Projects, Pool Equipment Enclosure	07/25/17	\$81.67
U.S. Bank Corporate Payment System	4246044555703473/717	Training & Education BOD	07/25/17	\$1,878.00
U.S. Bank Corporate Payment System	4246044555703473/717	Training & Education	07/25/17	\$363.00
U.S. Bank Corporate Payment System	4246044555703473/717	Telephone General	07/25/17	\$1,165.90
U.S. Bank Corporate Payment System	4246044555703473/717	Telecom Networking	07/25/17	\$236.96
U.S. Bank Corporate Payment System	4246044555703473/717	Vehicle & Equipment Fuel	07/25/17	\$202.95
U.S. Bank Corporate Payment System	4246044555703473/717	General Maintenance	07/25/17	\$133.79
U.S. Bank Corporate Payment System	4246044555703473/717	Info System	07/25/17	\$602.78
U.S. Bank Corporate Payment System	4246044555703473/717	Equipment Maintenance	07/25/17	\$11.72
U.S. Bank Corporate Payment System	4246044555703473/717	Computer Equipment & Supplies	07/25/17	\$38.54
U.S. Bank Corporate Payment System	4246044555703473/717	Computer Software	07/25/17	\$229.99
U.S. Bank Corporate Payment System	4246044555703473/717	Office Supplies	07/25/17	\$88.39
U.S. Bank Corporate Payment System	4246044555703473/717	Building Maintenance	07/25/17	\$119.08
U.S. Bank Corporate Payment System	4246044555703473/717	Safety Supplies	07/25/17	\$119.56
Verizon Wireless	9789995938	Cell Phone Bill July 2017	07/26/17	\$255.38

William Mayer

AUG 2017

Expense Report Aug 2017

08/18/17

\$207.00

Wastewater	Sub-Total	\$72,103.79
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Grand Total	\$455,853.13
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**Request For Authorization To Pay Invoices (RFA)
For The Meeting On September 06, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Cintas	185616472	Uniforms	08/02/17	\$48.38
Cintas	185617501	Uniforms	08/09/17	\$48.38
Cintas	185618532	Uniforms	08/16/17	\$48.38
Cintas	185619554	Uniforms	08/23/17	\$55.53
Comcast	8155400350357156/817	Internet Service	08/15/17	\$169.82
Mt. Diablo Resource Recovery	1358181	40 Yd Green	07/31/17	\$145.50
Mt. Diablo Resource Recovery	17-0001966/073117	Com 2 Yd Bin	07/31/17	\$318.35
Pacific Gas & Electric	0869258994-1/817	Electric & Gas Bill	08/09/17	\$479.99
Pacific Gas & Electric	5939734421-5/817	Electric & Gas Bill	08/16/17	\$8,268.48
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 7/01/17-7/31/17	07/31/17	\$38.68
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 7/01/17-7/31/17	07/31/17	\$2,144.39
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 7/01/17-7/31/17	07/31/17	\$583.69
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 7/01/17-7/31/17	07/31/17	\$721.39
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 7/01/17-7/31/17	07/31/17	\$133.94
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 7/01/17-7/31/17	07/31/17	\$97.96
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 7/01/17-7/31/17	07/31/17	\$470.36
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 7/01/17-7/31/17	07/31/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 7/01/17-7/31/17	07/31/17	\$46.76
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 7/01/17-7/31/17	07/31/17	\$102.53
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 7/01/17-7/31/17	07/31/17	\$88.14
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 7/01/17-7/31/17	07/31/17	\$26.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 7/01/17-7/31/17	07/31/17	\$282.43
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 7/01/17-7/31/17	07/31/17	\$476.72
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 7/01/17-7/31/17	07/31/17	\$26.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 7/01/17-7/31/17	07/31/17	\$29.60
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 7/01/17-7/31/17	07/31/17	\$29.60
Town of Discovery Bay, CSD	543	Payroll Reimbursement July 2017	08/31/17	\$16,633.44
U.S. Bank Corporate Payment System	4246044555703473/717	Training & Education	07/25/17	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/717	Vehicle & Equipment Fuel	07/25/17	\$487.18
U.S. Bank Corporate Payment System	4246044555703473/717	Office Supplies	07/25/17	\$57.03
U.S. Bank Corporate Payment System	4246044555703473/717	Landscape Maintenance	07/25/17	\$146.97
U.S. Bank Corporate Payment System	4246044555703473/717	Personal Protective Equipment	07/25/17	\$432.98
Verizon Wireless	9789995938	Cell Phone Bill July 2017	07/26/17	\$105.89
Watersavers Irrigation Inc.	1874609-00	Landscape Maintenance	08/09/17	\$60.00
Watersavers Irrigation Inc.	1875025-00	Landscape Maintenance	08/10/17	\$116.68
			Total	\$33,018.09
Community Center				
Albert Harcourt	4	Community Center-Program Fees	08/25/16	\$420.00
Alhambra	13710019 080417	Community Center-Bottle Water Delivery	08/04/17	\$63.03
Big Dog Computer	BDC33334	Community Center-IT Support, Camera Server	08/05/17	\$870.00
Cintas	185616472	Community Center-Mats, etc.	08/02/17	\$60.70
Cintas	185617501	Community Center-Mats, etc.	08/09/17	\$60.70
Cintas	185618532	Community Center-Mats, etc.	08/16/17	\$60.70
Cintas	185619554	Community Center-Mats, etc.	08/23/17	\$60.70
Comcast	8155400350238372/817	Community Center-Internet Service	08/22/17	\$207.17
Henson Plumbing, Inc.	55515	Community Center-Building Maintenance	07/13/17	\$449.88
Henson Plumbing, Inc.	55515	Community Center-Pool Maintenance	07/13/17	\$975.10
Karina Dugand	46	Community Center-Program Fees	07/27/17	\$1,072.50
Kidz Love Soccer	2017SU-F122	Community Center-Program Fees	08/22/17	\$864.00
Leslie's Pool Supplies, Inc.	27-367318	Community Center-Pool Chemicals	08/14/17	\$294.94

Leslie's Pool Supplies, Inc.	27-367997	Community Center-Pool Chemicals	08/21/17	\$453.16
Leslie's Pool Supplies, Inc.	27-368127	Community Center-Pool Chemicals	08/22/17	\$61.18
Leslie's Pool Supplies, Inc.	27-368685	Community Center-Pool Chemicals	08/28/17	\$314.63
Malcom Kaiser	AUG 2017	Community Center-Expense Report Aug 2017	08/22/17	\$97.23
Monica Gallo	AUG 2017	Community Center-Expense Report Aug 2017	08/30/17	\$29.64
Mt. Diablo Resource Recovery	17-0013218/073117	Community Center-Com 3 Yd Bin	07/31/17	\$444.66
Office Depot	947005904001	Community Center-Office Supplies	07/26/17	\$22.48
Office Depot	947007362001	Community Center-Office Supplies	07/26/17	\$66.82
Office Depot	949363016001	Community Center-Office Supplies	08/02/17	\$34.09
Office Depot	949363017001	Community Center-Office Supplies	08/01/17	-\$8.87
Pacific Gas & Electric	5702839598-6/817	Community Center-Electric & Gas Bill	08/09/17	\$1,880.46
Smeared Paint	071217-06	Community Center-Program Fees	07/12/17	\$210.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 7/01/17-7/31/17	07/31/17	\$44.61
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 7/01/17-7/31/17	07/31/17	\$1,493.92
Town of Discovery Bay, CSD	543	Community Center-Payroll Reimbursement July 2017	08/31/17	\$24,222.95
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Event To Be Reimbursed	07/25/17	\$2,679.46
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Telephone General	07/25/17	\$389.64
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Info System	07/25/17	\$464.03
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Monthly Software	07/25/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Building Maintenance	07/25/17	\$185.91
U.S. Bank Corporate Payment System	4246044555703473/717	Community Center-Pool Snacks	07/25/17	\$183.63
United States Postal Services	15/080317	Community Center-Postage Activity Guides	08/03/17	\$900.00
Verizon Wireless	9789995938	Community Center-Cell Phone Bill July 2017	07/26/17	\$53.49
Watersavers Irrigation Inc.	1874609-00	Community Center-Landscape Maintenance	08/09/17	\$1,532.82
Williams Sanitary Service	30834	Community Center-Toilet Rental	08/02/17	\$275.83

Total \$41,854.57

Grand Total **\$74,872.66**

**Request For Authorization To Pay Invoices (RFA)
 For The Meeting On September 06, 2017
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bay Area News Group	2005834/1068121	Advertising Ravenswood	07/31/17	\$75.60
Cintas	185616472	Uniforms	08/02/17	\$75.17
Cintas	185617501	Uniforms	08/09/17	\$75.17
Cintas	185618532	Uniforms	08/16/17	\$75.17
Cintas	185619554	Uniforms	08/23/17	\$73.97
Mt. Diablo Resource Recovery	1358181	40 Yd Green	07/31/17	\$145.50
Pacific Gas & Electric	0403377952-3/0817	Electric & Gas Bill	08/08/17	\$107.88
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 7/01/17-7/31/17	07/31/17	\$321.04
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 7/01/17-7/31/17	07/31/17	\$2,799.23
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 7/01/17-7/31/17	07/31/17	\$304.02
Town of Discovery Bay, CSD	542	Payroll Reimbursement July 2017	08/31/17	\$2,723.92
U.S. Bank Corporate Payment System	4246044555703473/717	Telephone General	07/25/17	\$7.38
U.S. Bank Corporate Payment System	4246044555703473/717	Vehicle & Equipment Fuel	07/25/17	\$259.18
U.S. Bank Corporate Payment System	4246044555703473/717	Equipment Maintenance	07/25/17	\$66.03
Verizon Wireless	9789995938	Cell Phone Bill July 2017	07/26/17	\$105.88
Watersavers Irrigation Inc.	1874609-00	Landscape Maintenance	08/09/17	\$60.00
			Total	\$7,275.14



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 6, 2017

Prepared By: Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Annual Disclosure pursuant to California Government Code Section 53065.5.

Recommended Action

Receive and File (No Action Necessary).

Executive Summary

California Government Code Section 53065.5 requires special districts to disclose the following:

53065.5. Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

Subsequently, the attached list of reimbursements for the FY ending June 30, 2017 complies with Government Code Section 53065.5.

This is an annual disclosure.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Reimbursements for the FY ending June 30, 2017.

AGENDA ITEM: C-3

**Annual Compliance Report for FY 2016/2017
Government Code Section 53065.5**

Date	Name	Reason	Reimbursement Amt.
04/20/17	Aaron Goldsworthy	Project Material	<u>\$160.00</u> \$160.00
06/21/17	Cynthia Coats	Community Center Auatic Supplies	<u>\$266.60</u> \$266.60
10/10/16	Bob Leete	Flight/Conference	\$319.96
10/10/16	Bob Leete	Hotel/Conference	<u>\$602.81</u> \$922.77
10/09/16	Kevin Graves	Flight/Conference	\$503.96
10/09/16	Kevin Graves	Car Rental/Conference	\$155.54
10/09/16	Kevin Graves	Hotel/Conference	<u>\$787.59</u> \$1,447.09
06/15/16	Marcos Hernandez	Safety Equipment	<u>\$125.00</u> \$125.00
03/03/17	Sheredan Hart	Safety Equipment	<u>\$150.00</u> \$150.00



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 6, 2017

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Approve and adopt a Resolution for the Employee Medical Benefit Coverage for FY 2017-2018 and Successive Years.

Recommended Action

Adopt Resolution No. 2017-18 to continue employee medical benefit coverage for FY 2017-2018 and successive years at the benchmark premium rate.

Executive Summary

On October 5, 2016, the Town adopted Resolution No. 2016-16 which provides 100% medical coverage for employees and 80% medical coverage for eligible dependent care at the FY 2016-17 CaliforniaChoice Health Net HMO Gold A benchmark rate.

A strict reading of Resolution No. 2016-16 would keep the benchmark rate at the FY 2016-17 level without factoring in a change in rate for future years. The Resolution also lacks language that would allow employees to select an available higher cost plan with the employee paying the increased cost difference above the benchmark plan.

Adoption of Resolution No. 2017-18 furthers the Board's original intent for employee medical coverage, benchmarked at the CaliforniaChoice Health Net HMO Gold A medical coverage plan, to continue year to year at the applicable rate. The Town would continue to cover 100% of the employee premium and 80% of dependent care premium. Employees who select an available higher cost plan would pay the difference in cost above the benchmark plan.

Funds are budgeted as part of the FY 2017-18 operating budget to cover the employee medical benefit cost.

Previous Relevant Board Actions for This Item

December 2, 2015 - Resolution No. 2015-18
October 5, 2016 - Resolution No. 2016-16

Attachments

1. Resolution No. 2016-16
2. Resolution No. 2017-18



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
REGARDING EMPLOYEE MEDICAL BENEFIT COVERAGE**

WHEREAS, for Fiscal Year 2016-17 the Town of Discovery Bay Community Services District employs 18 authorized Full Time Equivalents (FTE), and in the future there may be more or fewer authorized positions that perform the day to day functions of the District; and

WHEREAS, all budgeted and authorized Full Time and Part Time positions (who work a minimum of 30 hours per week on an annual basis) are covered by this Resolution; and

WHEREAS, previously, in December 2015, the Board approved the Employee Only premium rate, indexed for future years, at the Employee Only Premium Rate for the CaliforniaChoice PPO Gold B or Kaiser Permanente HMO Gold B, to be paid by the employer, as the employee medical care benchmarks.

WHEREAS, the Town covers the cost of medical coverage for all covered employees and 80% of dependent care coverage for employees' qualified dependents; and,

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The 2016-17 monthly Employee Only Premium Rate of the CaliforniaChoice Health Net HMO Gold A medical coverage plan, be paid by the employer and be set as the single benchmark.

SECTION 2. The Town will continue to cover 100% of the cost of employee coverage, and for those employees who choose to cover their dependents, 80% of the cost of the Dependent Care premium rate, of the CaliforniaChoice Health Net HMO Gold A medical coverage plan.

SECTION 3. Even if a health plan has a lower cost than the CaliforniaChoice Health Net Gold A, 20% of the Dependent Care premium rate must be paid by employee through payroll deduction.

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 5th DAY OF OCTOBER, 2016.


Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on October 5, 2016, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0



Catherine Kutsuris
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-18

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
REGARDING EMPLOYEE MEDICAL BENEFIT COVERAGE**

WHEREAS, pursuant to Town of Discovery Bay Community Services District Resolution No. 2016-16, the Town covered the 100% cost of medical coverage for all covered employees and 80% of dependent care coverage for employees' qualified dependents as benchmarked for Fiscal Year 2016-17; and

WHEREAS, the Town desires to continue employee and dependent medical coverage for Fiscal Year 2017-2018 and successive fiscal years until changed by future Resolution; and

WHEREAS, the Town employs 18 authorized Full Time Equivalents (FTE), and in the future there may be more or fewer authorized positions that perform the day to day functions of the District; and

WHEREAS, all budgeted and authorized Full Time and Part Time positions (who work a minimum of 30 hours per week) are covered by this Resolution.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Town sets CaliforniaChoice Health Net HMO Gold A medical coverage as the single benchmark.

SECTION 2. The Town will cover 100% of the cost of employee coverage, and for those employees who choose to cover their dependents, 80% of the cost of the Dependent Care premium rate, indexed for future years for the CaliforniaChoice Health Net HMO Gold A medical coverage plan.

SECTION 3. Employees who select an available CaliforniaChoice Health Plan that has a higher cost than CaliforniaChoice Health Net Gold A, shall pay the increased premium difference for themselves and any covered dependents through payroll deduction.

SECTION 3. Even if a health plan has a lower cost than the CaliforniaChoice Health Net Gold A, 20% of the Dependent Care premium rate must be paid by employee through payroll deduction.

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF SEPTEMBER 2017.

Robert Leete
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 6, 2017, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 6, 2017

Prepared By: Brian Miller, Parks and Landscape Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

John Deere Equipment Purchase.

Recommended Action

Approval of Lowest Qualified Bid and Award Sale/Delivery to: Belcorp Ag in the amount of \$45,449.84.

Executive Summary

The FY17-18 budget provides for \$60,000.00 for the purchase of a tractor to be used in maintaining and improving our parks.

Bids were sought from the two largest John Deere equipment suppliers in the State of California. The lowest bid of \$45,449.84 came from Belcorp Ag for the purchase of a:

- John Deere 3033R Compact Utility Tractor
- John Deere Aercore 1000 aeration attachment
- Frontier TR2058 Overseeder attachment
- Lely H Spreader attachment

Total Sum \$45,449.84

This equipment will help to maintain and improve the quality of our turf grass. Aeration is the key to establishing and promoting healthy turf grass, reducing water consumption and providing safe grass fields for sports and recreation for the Town of Discovery Bay CSD. Providing a safe, playable and healthy parks environment is our goal.

This purchase is \$14,550.16 under budget and will be paid for by Zone 8 & 9. (2017/18).

Fiscal Impact:

Amount Requested \$45,449.84
Sufficient Budgeted Funds Available?: Yes
Prog/Fund # Category: Zone 8 & Zone 9

Previous Relevant Board Actions for This Item

Attachments

1. Proposal for Quote 15856961 (2) Belcorp.
2. Bid Document - Valley Truck and Tractor.

AGENDA ITEM: G-1

Quote Id: 15856961

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Belkorp Ag, LLC
1120 W Charter Way
Stockton, CA 95206
209-944-5714
sales@belkorpag.com

Prepared For:

Town Of Discovery Bay Csd



Proposal For:

Delivering Dealer:

Jeffrey Kerley

Belkorp Ag, LLC
1120 W Charter Way
Stockton, CA 95206

sales@belkorpag.com

Quote Prepared By:

JEFFREY KERLEY
jkerley@belkorpag.com

Date: 09 August 2017

Offer Expires: 08 September 2017

Confidential

Agenda Item G-1

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Belkorp Ag, LLC
 1120 W Charter Way
 Stockton, CA 95206
 209-944-5714
 sales@belkorpag.com

Quote Summary

Prepared For:

Town Of Discovery Bay Csd
 1800 Willow Lake Rd
 Discovery Bay, CA 94505
 Business: 925-634-1131

Delivering Dealer:

Belkorp Ag, LLC
 Jeffrey Kerley
 1120 W Charter Way
 Stockton, CA 95206
 Phone: 209-944-5714
 jkerley@belkorpag.com

Quote ID: 15856961
Created On: 09 August 2017
Last Modified On: 09 August 2017
Expiration Date: 08 September 2017

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp) Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: August 9, 2017	\$ 25,913.05	\$ 21,507.83	X 1	=	\$ 21,507.83
JOHN DEERE Aercore 1000 Aerator Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: August 9, 2017	\$ 11,140.00	\$ 8,689.20	X 1	=	\$ 8,689.20
Frontier TR2058 - 58 In. PTO Driven Overseeder Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: August 9, 2017	\$ 10,125.00	\$ 8,302.50	X 1	=	\$ 8,302.50
LELY H Spreader Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date:	\$ 4,350.00	\$ 3,480.00	X 1	=	\$ 3,480.00
Equipment Total					\$ 41,979.53

* Includes Fees and Non-contract items

Quote Summary

Equipment Total \$ 41,979.53

Salesperson : X _____

Accepted By : X _____

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Belkorp Ag, LLC
1120 W Charter Way
Stockton, CA 95206
209-944-5714
sales@belkorpag.com

Trade In	
SubTotal	\$ 41,979.53
Sales Tax - (8.25%)	\$ 3,463.31
Tire Fee	\$ 7.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 45,449.84
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 45,449.84

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 15856961 **Customer Name:** TOWN OF DISCOVERY BAY CSD

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Belkorp Ag, LLC
 1120 W Charter Way
 Stockton, CA 95206
 209-944-5714
 sales@belkorpag.com

JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S)

Suggested List *

\$ 25,913.05

Price Effective Date: August 9, 2017

Selling Price *

\$ 21,507.83

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1360LV	3033R Compact Utility Tractor (24 PTO hp)	1	\$ 23,458.00	17.00	\$ 3,987.86	\$ 19,470.14	\$ 19,470.14
Standard Options - Per Unit							
0409	English North American Operator's Manual and Decal Kit	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1520	eHydro	1	\$ 1,326.00	17.00	\$ 225.42	\$ 1,100.58	\$ 1,100.58
2000	Open Station with Standard Seat	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3320	Dual Mid Selective Control Valve	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3400	Less Mid PTO	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
5223	41x14-20 (4PR, R3 Turf, 2 Position)	1	\$ -220.00	17.00	\$ -37.40	\$ -182.60	\$ -182.60
6223	27x8.50-15 (6PR, R3 Turf, 2 Position)	1	\$ 65.00	17.00	\$ 11.05	\$ 53.95	\$ 53.95
Standard Options Total			\$ 1,171.00		\$ 199.07	\$ 971.93	\$ 971.93
Dealer Attachments/Non-Contract/Open Market							
BLV10500	EH Third SCV (OOS Only)	1	\$ 939.40	17.00	\$ 159.70	\$ 779.70	\$ 779.70
LVB25705	Front Quik-Tatch Weight Kit	1	\$ 45.10	17.00	\$ 7.67	\$ 37.43	\$ 37.43
UC13263	Quik-Tatch Weight, 42 lb (19 kg)	5	\$ 59.91	17.00	\$ 10.18	\$ 49.73	\$ 248.63
Dealer Attachments Total			\$ 1,044.41		\$ 177.55	\$ 866.86	\$ 1,065.76
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Suggested Price						\$ 21,507.83	
Total Selling Price			\$ 25,673.41		\$ 4,364.48	\$ 21,308.93	\$ 21,507.83

Selling Equipment

Quote Id: 15856961 **Customer Name:** TOWN OF DISCOVERY BAY CSD

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Belkorp Ag, LLC
 1120 W Charter Way
 Stockton, CA 95206
 209-944-5714
 sales@belkorpag.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
3041XF	TR2058 - 58 In. PTO Driven Overseeder	1	\$ 9,253.00	18.00	\$ 1,665.54	\$ 7,587.46	\$ 7,587.46
Standard Options - Per Unit							
9000	Front Roller	1	\$ 636.00	18.00	\$ 114.48	\$ 521.52	\$ 521.52
9020	Rear Roller Scraper	1	\$ 236.00	18.00	\$ 42.48	\$ 193.52	\$ 193.52
Standard Options Total			\$ 872.00		\$ 156.96	\$ 715.04	\$ 715.04
Suggested Price							\$ 8,302.50
Total Selling Price			\$ 10,125.00		\$ 1,822.50	\$ 8,302.50	\$ 8,302.50

LELY H Spreader								
Hours: 0							Suggested List *	
Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S)							\$ 4,350.00	
							Selling Price *	
							\$ 3,480.00	
* Price per item - includes Fees and Non-contract items								
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price	
Lely	805 lb Spreader	1	\$ 4,350.00	20.00	\$ 870.00	\$ 3,480.00	\$ 3,480.00	
Suggested Price							\$ 3,480.00	
Total Selling Price			\$ 4,350.00		\$ 870.00	\$ 3,480.00	\$ 3,480.00	

Quote Id: 15787065

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Valley Truck and Tractor Inc
10490 E Stockton Blvd Ste400
Elk Grove, CA 95624
916-714-2600
general@vtco.net

Prepared For:
Town Of Discovery Bay Csd



Proposal For:
Town Of Discovery Bay Csd

Delivering Dealer:

Anthony Bertoldi

Valley Truck and Tractor Inc
10490 E Stockton Blvd Ste400
Elk Grove, CA 95624

general@vtco.net

Quote Prepared By:

Anthony Bertoldi
abertoldi@vtco.net

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Valley Truck and Tractor Inc
 10490 E Stockton Blvd Ste400
 Elk Grove, CA 95624
 916-714-2600
 general@vttco.net

Quote Summary

Prepared For:

Town Of Discovery Bay Csd
 CA

Delivering Dealer:

Valley Truck and Tractor Inc
 Anthony Bertoldi
 10490 E Stockton Blvd Ste400
 Elk Grove, CA 95624
 Phone: 916-714-2600
 abertoldi@vttco.net

Quote ID: 15787065
Created On: 27 July 2017
Last Modified On: 07 August 2017
Expiration Date: 30 August 2017

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp) Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: July 27, 2017	\$ 26,978.20	\$ 22,391.90 X	1 =	\$ 22,391.90
JOHN DEERE Aercore 1000 Aerator Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: July 27, 2017	\$ 11,162.00	\$ 8,706.36 X	1 =	\$ 8,706.36
LELY HR Contract: Price Effective Date:	\$ 4,465.00	\$ 3,393.40 X	1 =	\$ 3,393.40
Frontier TR2058 - 58 In. PTO Driven Overseeder Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S) Price Effective Date: August 7, 2017	\$ 10,125.00	\$ 8,302.50 X	1 =	\$ 8,302.50
Equipment Total				\$ 42,794.16

* Includes Fees and Non-contract items

Quote Summary

Equipment Total \$ 42,794.16

Salesperson : X _____

Accepted By : X _____

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Valley Truck and Tractor Inc
10490 E Stockton Blvd Ste400
Elk Grove, CA 95624
916-714-2600
general@vttco.net

Trade In	
SubTotal	\$ 42,794.16
Sales Tax - (7.75%)	\$ 3,316.55
CA Tire Fee	\$ 7.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 46,117.71
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 46,117.71

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 15787065 Customer Name:

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Valley Truck and Tractor Inc
10490 E Stockton Blvd Ste400
Elk Grove, CA 95624
916-714-2600
general@vttco.net

JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S)

Suggested List *

\$ 26,978.20

Price Effective Date: July 27, 2017

Selling Price *

\$ 22,391.90

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1360LV	3033R Compact Utility Tractor (24 PTO hp)	1	\$ 23,458.00	17.00	\$ 3,987.86	\$ 19,470.14	\$ 19,470.14
Standard Options - Per Unit							
0409	English North American Operator's Manual and Decal Kit	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1520	eHydro	1	\$ 1,326.00	17.00	\$ 225.42	\$ 1,100.58	\$ 1,100.58
2000	Open Station with Standard Seat	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3330	Dual Mid & Single Electrohydraulic Rear SCV	1	\$ 985.00	17.00	\$ 167.45	\$ 817.55	\$ 817.55
3420	Mid PTO	1	\$ 720.00	17.00	\$ 122.40	\$ 597.60	\$ 597.60
5223	41x14-20 (4PR, R3 Turf, 2 Position)	1	\$ -220.00	17.00	\$ -37.40	\$ -182.60	\$ -182.60
6223	27x8.50-15 (6PR, R3 Turf, 2 Position)	1	\$ 65.00	17.00	\$ 11.05	\$ 53.95	\$ 53.95
Standard Options Total			\$ 2,876.00		\$ 488.92	\$ 2,387.08	\$ 2,387.08
Dealer Attachments/Non-Contract/Open Market							
LVB25705	Front Quik-Tatch Weight Kit	1	\$ 45.10	17.00	\$ 7.67	\$ 37.43	\$ 37.43
UC13263	Quik-Tatch Weight, 19kg (42 lb.)	10	\$ 59.91	17.00	\$ 10.18	\$ 49.73	\$ 497.25
Dealer Attachments Total			\$ 105.01		\$ 17.85	\$ 87.16	\$ 534.68
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Suggested Price							\$ 22,391.90
Total Selling Price			\$ 26,439.01		\$ 4,494.63	\$ 21,944.38	\$ 22,391.90

Selling Equipment

Quote Id: 15787065 Customer Name:

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Valley Truck and Tractor Inc
10490 E Stockton Blvd Ste400
Elk Grove, CA 95624
916-714-2600
general@vttco.net

JOHN DEERE Aercore 1000 Aerator

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S)

Suggested List *

\$ 11,162.00

Price Effective Date: July 27, 2017

Selling Price *

\$ 8,706.36

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
4523M	Aercore 1000 Aerator	1	\$ 11,140.00	22.00	\$ 2,450.80	\$ 8,689.20	\$ 8,689.20
Standard Options - Per Unit							
0202	US/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1020	4X Tine Holders for Tines with 7/8 In. (22.2 mm) Mounting Diameter	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
2030	Turf Guards for Mini Tine and Needle Tine Holders	1	\$ 22.00	22.00	\$ 4.84	\$ 17.16	\$ 17.16
3010	Category I Double Telescoping PTO Shaft	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 22.00		\$ 4.84	\$ 17.16	\$ 17.16
Suggested Price							\$ 8,706.36
Total Selling Price			\$ 11,162.00		\$ 2,455.64	\$ 8,706.36	\$ 8,706.36

LELY HR

Hours: 0

Suggested List *

\$ 4,465.00

Selling Price *

\$ 3,393.40

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
HR	Lely HR spreader	1	\$ 4,465.00	24.00	\$ 1,071.60	\$ 3,393.40	\$ 3,393.40
Suggested Price							\$ 3,393.40
Total Selling Price			\$ 4,465.00		\$ 1,071.60	\$ 3,393.40	\$ 3,393.40

Selling Equipment

Quote Id: 15787065 **Customer Name:**

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Valley Truck and Tractor Inc
 10490 E Stockton Blvd Ste400
 Elk Grove, CA 95624
 916-714-2600
 general@vttco.net

Frontier TR2058 - 58 In. PTO Driven Overseeder

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equip (PG 5S)

Suggested List *

\$ 10,125.00

Price Effective Date: August 7, 2017

Selling Price *

\$ 8,302.50

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
3041XF	TR2058 - 58 In. PTO Driven Overseeder	1	\$ 9,253.00	18.00	\$ 1,665.54	\$ 7,587.46	\$ 7,587.46
Standard Options - Per Unit							
9000	Front Roller	1	\$ 636.00	18.00	\$ 114.48	\$ 521.52	\$ 521.52
9020	Rear Roller Scraper	1	\$ 236.00	18.00	\$ 42.48	\$ 193.52	\$ 193.52
Standard Options Total			\$ 872.00		\$ 156.96	\$ 715.04	\$ 715.04
Suggested Price							\$ 8,302.50
Total Selling Price			\$ 10,125.00		\$ 1,822.50	\$ 8,302.50	\$ 8,302.50

Quote Id: 15787065

Valley Truck and Tractor Inc - ELK GROVE, CA
10490 E Stockton Blvd Ste400
ELK GROVE, CA 95624
Phone: 916-714-2600
E-Mail: general@vtco.net

Privacy and Data Policy Overview

VALLEY TRUCK AND TRACTOR COMPANY

Effective Date: June 15, 2014

This is only a summary of our Privacy and Data Policy. For more information you can review a complete version of our Privacy and Data Policy located on our website at www.valleytruckandtractor.com or by requesting a copy at our Administrative and Training Center Located at 1003 Stabler Lane in Yuba City or by calling us at (530) 673-4615

This Privacy and Data Policy Overview provides a description of the privacy and data use practices of Valley Truck and Tractor Company (“us”, “we” or “our”) in connection with our receipt, collection and use of data and information from you as our customer, visitor, or user, as applicable. The policy may be changed or updated from time to time. If there is any conflict between this Overview and our full Privacy and Data Policy, the terms of our full Privacy and Data Policy will control.

Collection of Data:

The types of information we collect and share depend on the products or services you purchase, license or access from us or third parties through which you have authorized us to receive information (such as through John Deere’s JD Link™ Telematics system or Trimble’s “Connected Farm” system). We generally receive, collect, use and share both [Customer Data](#) (including social security numbers, names, addresses, phone numbers, and other personal information) and [Machine Data](#) (information related to the performance, use, and location of equipment or computers with various information collection devices) as described in this Policy (collectively “Data”). **You agree to notify all personnel that use any tracked equipment that their use and location is remotely monitored.** If you need to update or change any information which you previously provided to us then you may contact us at privacy@vtco.net.

Protection of Data:

We strive to protect your Data using commercially reasonable standards. We use a variety of commercially reasonable security technologies to help protect your Data from unauthorized access, use, or disclosure. However, the use of such standards and security technologies is not, and should not be considered to be, any type of guarantee or warranty by us that your Data will not be accessed by third parties.

Sharing and Use of Data:

We use your Data to provide products, services and information to you. Some of the services are designed to allow faster communications and responsiveness between you and us to ensure that we provide services to you as efficiently as possible. We may also review equipment diagnostic information remotely to diagnose and recommend equipment maintenance and repairs. We share your information with certain third parties in order to better serve you or upon your request or approval. These third parties may include equipment suppliers, financing institutions or other third party service providers who assist us in providing the products and services you request or their respective subsidiaries or affiliates. We also may share your information with our marketing, technical, accounting, legal or other professionals to assist us in our business operations. If you purchase products for personal, family, or household use through financing that is provided by us or facilitated by us, you may request that we not share your personal information derived from that transaction with unaffiliated third parties by returning the opt-out form at the bottom of our Privacy and Data Use Policy.

If you have any additional questions, please contact us at privacy@vtco.net



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 6, 2017

Prepared By: Michael R. Davies, General Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Discussion and possible action to approve a Claims Policy and Procedure and adopt Resolution No. 2017-17.

Recommended Action

Approve a Board Policy on Claims and adopt Resolution No. 2017-17.

Executive Summary

The Town does not currently have a policy and procedure for accepting and processing claims.

The attached Claims Policy and Procedure provides employees guidance in accepting, processing and determining the course of action on claims submitted to the District. The draft policy was reviewed by the Internal Operations Committee with a recommendation of Board approval.

Previous Relevant Board Actions for This Item

None

Attachments

1. Draft Claims Policy and Procedure
2. Resolution No. 2017-17

AGENDA ITEM: G-2



Town of Discovery Bay

Program Area: Board	Policy Name: Claims Policy and Procedure	Policy Number: 027
Date Established: September 6, 2017	Date Amended:	Resolution: 2017-17

ARTICLE I

NAME

This policy shall be known as the Town of Discovery Bay Community Services District (“District”) Claims Policy and Procedure.

ARTICLE II

POLICY BACKGROUND AND APPROPRIATE RESPONSES

The District is self-insured as part of a cooperative insurance group, the Special District Risk Management Authority (“SDRMA”). This insurance is for liability only and the District does not carry any form of medical insurance for members of the public, including participants in District services, programs and activities.

- A. When an accident or incident occurs, employees should:
1. Stay calm and assist any injured or upset individuals;
 2. Contact emergency personnel if appropriate (do not transport injured parties in a District or personal vehicle);
 3. Collect information by taking photographs, writing down observations, the names of involved parties, license plate numbers, witness information, police report numbers, and so on;
 4. Only discuss details of the accident/incident with his/her supervisor, the police, SDRMA or SDRMA’s 3rd Party Administrator and District Legal Counsel.
- B. At no time are employees to assign or admit any responsibility or liability for any actions or on behalf of the District. Employees may not make promises to anyone, except that the situation will be investigated by the District. Statements NOT to make include:
1. “It was my/our fault.”
 2. “I knew this was going to happen.”
 3. “The District will take care of everything.”

- C. It is appropriate to express concern and sympathy, but not to the extent it comes across as accepting blame.
- D. Statements that are acceptable include:
4. "I am sorry you were hurt/injured/lost [whatever it is]/ or you feel that way."
 5. "What can I do to help you?"
 6. "Is there someone we can call for you?"

ARTICLE III

INQUIRIES REGARDING HOW TO FILE A CLAIM

During or immediately following an accident or incident, employees may be approached regarding the possibility of filing a claim against the District. These informational inquiries can be done in person, by phone, by letter or email, or by a third party, however, all submissions of a claim must be made in writing. Employees should respond that there are two ways to make a claim, if someone believes the District is responsible for their injury or loss.

ARTICLE IV

TO FILE A CLAIM

One of the two following methods must be followed:

1. Claimant sends a letter addressed to the General Manager (at 1800 Willow Lake Road Discovery Bay, CA 94505) that includes the following:
 - Name and address of claimant
 - Date, place and circumstances of the occurrence or action which caused damage, injury, or loss
 - General description of the indebtedness, obligation, injury, damage, or loss incurred, so far as it may be known at the time of the presentation of the claim
 - Name(s) of the employee(s) or witnesses involved with or having knowledge of the accident/incident, if known
 - The amount claimed, as of the date of the presentation of the claim, including an estimate of any future amount, including a statement about the basis of the computation of the amount claimed
 - Signed and dated by the person making the claim, or another person, on their behalf
2. Claimant submits a completed District Claim Form (attached as Exhibit 1). NOTE: The District Claim Form may also be used by District Employees for accidents or injuries.

ARTICLE V

PROCESSING A SUBMITTED WRITTEN CLAIM

When accepting a claim letter or form, employees are not to: comment on or evaluate the information provided; agree to or promise anything (except that the District will investigate their claim and they will be notified); or speculate on the possible outcome. The employee accepting the claim letter or form shall write the day's date, their own name, and submit it to the General Manager's office the same day.

Once a claim letter or form is received, and depending on the situation, the District may respond to the claimant with a letter stating that the District has received the claim and that the District is investigating it.

ARTICLE VI

GATHERING INFORMATION

Claims will be investigated by assigned District staff, in conjunction with the District's Risk Administrator, the General Manager, SDRMA and/or the District's Legal Counsel. Information to be collected may include, but is not limited to: Accident/Incident Reports; photographs; observations; District records and reports; police reports; and, written statements from witnesses and other relevant parties.

ARTICLE VII

FORWARDING POTENTIAL CLAIM INFORMATION

Assigned staff will forward any accident or incident information to SDRMA and the District's Legal Counsel. This should be done as soon as possible.

ARTICLE VIII

DETERMINING THE COURSE OF ACTION

The General Manager, in consultation with SDRMA and/or the District's Legal Counsel, may determine the course of action, on claims of \$50,000 or less. For claims over \$50,000, the Board of Directors, in consultation with the General Manager, the District's Legal Counsel, and SDRMA, may determine the course of action during a closed session Board Meeting.

After the initial investigation of a claim, the claim may be:

1. Accepted, by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims of more than \$50,000
2. Deemed denied by operation of law after 45 days
3. Denied by the General Manager if the claim is \$50,000 or less or by the Board of Directors for claims greater than \$50,000
4. Submitted to SDRMA or Legal Counsel for further discussions and resolution of the matter with the claimant

ARTICLE IX

NOTIFYING THE CLAIMANT

The claimant, or a party representing the claimant, will be notified in writing if a claim is denied or “deemed denied”, via the U.S. Postal Service. If a claim is accepted, SDRMA or their Third Party Administrator will contact the claimant and negotiate a settlement.

ARTICLE X

THIRD PARTY REPRESENTATION OF THE CLAIMANT

All Claimants who are represented by a third-party must provide an authorization letter indicating that the third party is authorized to represent the claimant and that the third-party is authorized to act on behalf of claimant and receive information related to the claim. No information should be provided to any third party without an authorization letter from the claimant.

ARTICLE XI

TIME FOR FILING CLAIMS

CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)
ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-17

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A CLAIMS POLICY AND PROCEDURE**

WHEREAS, Town of Discovery Bay Community Services District does not presently have an official Claims Policy and Procedure; and

WHEREAS, the District is self-insured as part of a cooperative insurance group, the Special District Risk Management Authority ("SDRMA"); and

WHEREAS, it is in the best interest of the District and the public to process claims filed against the District in a standardized manner; and

WHEREAS, a determination as to the District's course of action on claims below and above \$50,000 provides for efficiency in bringing claims to resolution; and

WHEREAS, the Board of Directors reviewed the Claims Policy and Procedure and determined it is appropriate to adopt.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Claims Policy and Procedure is hereby adopted and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF SEPTEMBER 2017.

Robert Leete
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 6, 2017 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 6, 2017

Prepared By: Mac Kaiser, Recreation Programs Supervisor

Submitted By: Michael R. Davies General Manager

MRD

Agenda Title

Activity Code of Conduct.

Recommended Action

Recommend the Adoption of the Activity Code of Conduct.

Executive Summary

The goal of the Recreation Services Department is to provide and promote recreational activities for persons interested in good conduct, fair play, and sportsmanship in a pleasant, safe and healthy environment.

Unfortunately, in today's society, a few individuals have become increasingly more vocal and/or physical when involved in recreational activities, either as participants or spectators. This creates potentially difficult situations for staff, other spectators, and/or participants, and in extreme cases, law enforcement officials in how to effectively deal with these situations.

As a main objective in developing this Activity Code of Conduct, staff hopes to enhance the enjoyment of the activity by participants and/or spectators by outlining an expected Code of Conduct at Town activities and programs.

Additionally, this Activity Code of Conduct provides the Town and staff with a set of Rules and Regulations, along with the penalties for violations.

Recommend Adoption of the Activity Code of Conduct

Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

None

Attachments

1. Activity Code of Conduct.

AGENDA ITEM: G-3



Parks and Recreation Activity Code of Conduct (Classes)

Goal and Definitions

Goal – The goal of the Recreation Services Department (the “Department”) is to provide and promote recreational activities for persons interested in good conduct, fair play, and sportsmanship in a pleasant, safe and healthy environment. One objective in developing this Activity Code of Conduct (“Code of Conduct”) is to enhance the enjoyment of the activity by the participants.

Definitions – For the purpose of the Code of Conduct, unless otherwise apparent from the context or defined elsewhere in the Code of Conduct, certain words and phrases used are defined as the following:

“Activity” is defined as a specified form of action in the area of recreation. An Activity may include, but is not limited to, a class, program, sports league, special event, training, or meeting.

“Flagrant” is defined as extreme or deliberate violation of rules and regulations and/or customary acceptable behavior.

“Instructor” is defined as one who imparts knowledge or skill to another.

“Official” is defined as an authorized authority who supervises the play of a sport or event.

“Parent” is defined as mother, father, legal guardian, grandparent, aunt, uncle, brother, sister or anyone representing that child at an event.

“Participant” is defined as one who takes part in an activity or program.

“Person of Authority” is defined as any full or part-time Town of Discovery Bay employee authorized to supervise and enforce Town of Discovery Bay rules, regulations or codes as they pertain to a specific activity.

“Spectator” is defined as an observer or on-looker of an activity.

“Volunteer” is defined as an individual, coach, manager, team parent, umpire, referee, teacher, or Town official who is giving their time and expertise, and acting in a non-paid capacity.

Activity Code of Conduct – This Code of Conduct will be in effect before, during and immediately after all Town of Discovery Bay (“Town”) activities when on Town controlled property. All activities held on Town controlled property shall be conducted in compliance with the Town of Discovery Bay Policy #12, Rules and Regulations (“R/R”) specific to utilizing a particular facility/program. Violations of the Code of Conduct and R/R may result in penalties specified below. Violations of the TDC may also result in civil and/or criminal citations.

Section 1 – Abusive Manner – NO PERSON SHALL;

- Refuse to abide by an officials’/instructors/person of authority’s decision(s).
- Be guilty of overt demonstration of dissent at an official’s/instructors/person of authority’s decision(s) by throwing sports gear or equipment or any other forceful action.
- Dispute with or disrespect an official/instructor/person of authority or publicly discuss with an activity participant or spectator, a decision reached by an official/instructor/person of authority in a derogatory or abusive manner.
- Verbally attack in an abusive manner any other person.
- Act in a disruptive manner.
- Use profane, obscene or vulgar language.
- Verbally, visually or physically harass any official/instructor/person of authority, volunteer, participant or spectator.

Section 2 – Rough Tactics – NO PERSON SHALL;

- Direct or use unnecessary rough tactics in the course of an activity against the body and person of another person.

Section 3 – Aggression – NO PERSON SHALL:

- Attack or act in an aggressive manner towards another person; be a willing participant in a fight; or threaten another person with a physical attack.

Section 4 –Gambling – NO PERSON SHALL:

- Gamble or place bets concerning the outcome of an activity with any spectator, volunteer, official/instructor/person of authority, or participant.

Section 5 – Use of Tobacco Products or Alcohol – NO PERSON SHALL;

- During the course of an activity as a participant, spectator, volunteer, or official/instructor/person of authority; partake in smoking or chewing tobacco products.
- Appear upon the activity area at any time in an intoxicated condition or be allowed to consume alcoholic beverages while participating, watching, officiating/instructing, or volunteering during an activity. The presence and/or the consumption of any and all alcoholic beverages are prohibited at all Town parks. See Town Policy #12, section XVI.

Section 6 – Suspended or Non-Registered Participants – NO PERSON OF AUTHORITY/VOLUNTEER SHALL;

- Knowingly allow a suspended participant to participate in a game, match meet, or activity during the participant's time of suspension in any manner (such as a player, coach or scorekeeper) allow a non-registered person to activity participate in a game, match, meet, or activity.

Section 7 – Soliciting – NO PERSON SHALL;

- Use any park or facility for the purpose of conducting a commercial business without a vendor permit. See Town Policy #12.

Section 8 – Violations and Disciplinary Process – Any flagrant violation of the Code of Conduct, the Town Policy #12 and/or R/R can/may result in immediate expulsion from the class/program/facility. Further disciplinary action to be taken, and the participant may not be issued a refund.

Violations-

- In case an incident arises that is not covered by the Code of Conduct, and/or R/R, the lead supervisor will determine what action will be taken.
- Flagrant violations or repeated violations of the Code of Conduct, Town Policy #12 and/or R/R will result in an extended suspension and probation or expulsion from the Departments activities or use of facility.
- Any person ejected from an activity must leave the facility immediately; the person must remove himself/herself out of sight and sound of the official/instructor/person of authority.

Disciplinary Process –

VERBAL WARNING: if a participant/spectator violates the Code of Conduct, Town Policy #12 and/or R/R, the instructor/person of authority will verbally request that the behavior to discontinued. Failure of a spectator to complete with the instructors/person of authority's request may lead to the expulsion of the participant.

EXPULSION: Should the participant/spectator fail to comply with the verbal warning, the consequences shall be; participant or spectator will be expelled from the class/activity. Expelled participants/spectators will not be refunded their registration fee.

By signing this, I hereby acknowledge that I have read, understand, and will abide by the Activity Code of Conduct.

Participant Signature

Date

Print Participant Name

Team/Organization Name (if applicable)

Parent/Guardian Signature

Date

Print Parent/Guardian Name



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 06, 2017

Prepared By: Virgil Koehne, Water & Wastewater Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion to consider Annexing Parcels on Learning Tree Way into District's Service Boundaries.

Recommended Action

Authorize the General Manager to petition LAFCO to annex parcels into Districts service Boundaries.

Executive Summary

On the north side of Learning Tree Way, there is a 20 acre property that has been sub-divided into four 5 acre parcels. Two of the parcels have been sold. The new owners are asking the Town of Discovery Bay to provide water and wastewater services to their properties.

The District currently provides services to the south side of Learning Tree Way, however these two 5 acre parcels are currently outside the Districts boundary for water and wastewater services. In order to provide services the District would require LAFCO to annex these parcels into the Discovery Bay boundaries.

The new parcel owners have agreed to pay all expenses for LAFCO and any additional expenses required for the annexation process to be completed.

Fiscal Impact:

Amount Requested none
Sufficient Budgeted Funds Available?: N/a
Prog/Fund #

Previous Relevant Board Actions for This Item

Attachments:

None

AGENDA ITEM: G-4

AUG 14 2017

Subject: Validation of Proposed Financing for California WaterFix

Dear Interested Party:

This communication is for informational purposes and does not mandate any action on your part.

You are receiving this information because you previously indicated your interest in matters related to the California WaterFix (CWF), a project potentially to be implemented by the California Department of Water Resources (Department). The information below relates to a judicial validation proceeding for the proposed financing structure for the CWF. The Department is not seeking in the validation proceeding a determination that it has complied with all prerequisites that may be applicable prior to implementation of CWF construction, nor does the validation action involve property matters such as eminent domain or easements. No individuals are sued in a validation action.

Following is a summary of the subject and purpose of the Department's validation action:

The Department operates facilities which store, transport and deliver water to urban and agricultural water agencies throughout the State. Since 1960, the Department has approved, planned and constructed a system of water storage and transportation and power generation facilities (the Project). Currently, Project water is conveyed across the Sacramento - San Joaquin Delta (the Delta) through the natural channels of the Delta formed by the confluence of the Sacramento and San Joaquin Rivers, as those channels have been modified by 150 years of the construction of levees, ship and other canals, flood protection channels, salinity gates and other facilities. From the Harvey O. Banks Pumping Plant at the southern edge of the Delta to points further south, Project water is conveyed by the Project aqueduct system, which includes a number of additional pumping plants and several pipelines.

The California WaterFix would be a new method of conveying Project water. If implemented, the CWF would transport water from new intake points on the Sacramento River at the northern edge of the Delta through two underground tunnels running below the natural waterways of the Delta to export facilities at the southern edge of the Delta, thereby reducing the necessity of transporting Project water through the Delta's natural waterways. Various regulatory and court proceedings are underway or will occur in the future to examine the physical and environmental aspects of constructing and operating the CWF. Those issues are not involved in the validation proceeding described in this communication.

A validation action is a judicial proceeding in which a governmental agency, like the Department, can confirm the validity of a proposed financial transaction before it commits to or undertakes the transaction. The most common use of a validation action is to confirm the validity of an agency's bonds, and the official actions authorizing those bonds, before the bonds are issued. Through the validation process, the agency and those who will be involved in the financial transaction, such as underwriters and bond investors, can obtain conclusive certainty that the proposed financing of a project is valid. The legal effect of a validation action is limited to the bonds and bond authorizations at issue. Matters such as compliance with environmental and other regulatory requirements that may be applicable to a physical project are generally not determined in a validation action.

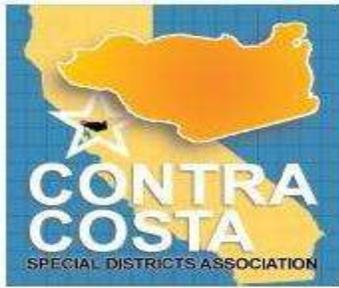
The Department has initiated a validation action in Sacramento County Superior Court in connection with the proposed financing for the CWF (Case No. 34-2017-00215965). The Department seeks a judgment confirming the validity of revenue bonds the Department would issue to pay for the CWF facilities, the resolutions the Department adopted authorizing those revenue bonds, and the Department's pledge of

CWF revenues to the repayment of the bonds, all pursuant to the terms of the bond resolutions. This validation proceeding is limited to confirming the validity of the financing the Department proposes to utilize to pay for the CWF facilities; implementation of the CWF is not involved in the validation action. In particular, the Department is not seeking in the validation proceeding a determination that it has complied with all legal prerequisites that may be applicable prior to implementation of CWF construction.

No individual person is sued in a validation action. Any interested person may appear and contest a validation action, subject to specific time limits and procedural requirements. In the Department's validation proceeding, interested persons must appear, in conformance with applicable legal and procedural requirements, not later than September 15, 2017.

If you are interested in obtaining a copy of the Department's validation complaint related to the CWF financing, and the legal summons that corresponds to the complaint, use this link: <https://www.californiawaterfix.com/resources/planning-process/validation/>. For additional inquiries, contact the Department at:

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Department of Water Resources
916-653-0901
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Quarterly Meeting Minutes

7.17.2017	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatman called meeting to order at 10:09 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District	
Attendees	Thirty-two (32) Attendees (Sign In Sheet Attached)	

Welcome and Introductions

West County Wastewater District experiencing a lot of staff changes right now; Larry Nagel Announced that Kensington Fire Station No. 65 needs replacing; Dublin San Ramon Services District has many Capital Projects in the works; Pleasant Hill Park and Recreation will be launching a new website; California Special Districts Association has a lot of training going on and the annual conference is coming up; Board of Supervisors is discussing recreational marijuana and tobacco product sales – also considering no sales near parks or schools, and looking into a new process for appointing District Attorney and hope to appoint in September; Emily Barnett announced October 18th Central San Household Hazardous Waste 20th Celebration.

Approval of April 17, 2017 Meeting Minutes

The minutes were approved.

Finance Report: Treasurer Bert Michalczyk, Associate Member

The report was emailed to members before the meeting. Dues status as of end of June 30th, - 26 paid members, 3 paid associates. There are 10 members who have not submitted dues as of June 30th.

Member District Highlight: Christina Gee, Central San “Citizens Academy”

Provided PowerPoint presentation on the academy. The presentation covered initial launch, subject matter, and attendees. It was requested that the presentation and contact information be emailed to the membership.

Guest Speaker: Jeff Land, CSDA Finance Corporation – “Public Finance 101”

Several questions were fielded on the presentation that was provided. It was requested that the presentation be emailed to the membership.

Scholarship and Grant Program: John Burgh, Contra Costa Water District

Larry Nagel provided the report. \$3,000 budget with \$250 to be set aside this year for Teach of the Year Award. The allocation of the remainder of the budget to be discussed at a later meeting. Motion passed to authorize the \$250 for the teachers award by motion and second, and passed by vote. Looking for ideas on how to utilize the remainder of the budget to promote Special Districts. One idea might be to utilize college interns to memorialize the history of Special Districts in a video. Lou Ann Texeira of LAFCO stated that they had a lot of information that they could contribute on Special District history.

LAFCO Representative Report: Mike McGill, Contra Costa LAFCo Commissioner

McGill stated that activity has been very minimal last couple of months. The 2nd round of municipal reviews is being conducted. In September, will start working on Strategic Plan. McGill urged all members to make sure that they are following regulations, especially website guidelines, because Sacramento has Special Districts under a microscope presently.

East Bay Regional Park District - Park Advisory Committee Report: Igor Skaredoff, Contra Costa Resource Conservation District

Announced that the Contra Costa Resource Conservation District is seeking a new Executive Director. He also stated that they are presently considering a policy on dogs in the parks, and are working on a Lifeguard Program that mentors young people.

Legislative Committee Report: Lisa Bolinger, East Bay Regional Parks District

Several legislative items were discussed by Lisa Bollinger, and Emily Barnett of Central San. They spoke about possible bridge toll increases except for Golden Gate bridge which is ran by state; AB-898 redirection of Fire District budgets; AB-574 which is the framework for recycled water; AB-1223 which will require the posting of incredible detail about contract payments and would seek to limit local agencies in the process; and AB-1250 on personal contracts. Currently the County is only included on this one but it entails considering whether outside contractors are cheaper than utilizing employees/staff.

California Special Districts Association Activities Update: Stan Caldwell, Mt. View Sanitary District and Coleen Haley, California Special Districts Association

Collen Haley of CSDA also contributed to the update. There were no Board meetings since the last CCSDA Meeting on July 17th. He spoke about the CSDA Leadership Academy. Stan Caldwell spoke about an event on August 29th in Oroville that will be presented by the Institute for Local Government on TIERS – Think, Initiate, Engage, Review, and Shift.

Appointment of Audit Committee

Motion posed to appoint Cecilia Goff and Bob Leete to the CCSDA Audit Committee to work with Michalczyk. The motion received a second, and was then passed by vote.

Other Local Government Official Updates

October meeting will focus on the East County Fire District situation on the budget. Bette Boatman asked that reports for standing items be submitted ahead of time.

Meeting was adjourned at 12:18 p.m. and next meeting is October 16, 2017.